

Middletown Public Library

Board of Trustees Meeting

Tuesday, 15 November 2007

Middletown Public Library, 700 West Main Road

Minutes

Board Members:

Present: Holly Levine, Mary Ulrich-Budlong, Peter Van Steeden, John Grisham,

Steve Arendt, Virgel Blaschke, Joyce Morgenthaler

Absent:

Quorum? Yes

Others Present: Jim Knowlton, Noel Whitehurst

Proceedings:

. Meeting called to order at 6:03 pm by Chair, Holly Levine

. Motion to approve October minutes as amended. Passed

**Motion: Ulrich-Budlong, Second: Morgenthaler Unanimously
Approved**

Correspondence:

. None

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Director's progress and financial reports on the library:

. Director's report

-Written report submitted. Jim Knowlton orally reviewed information.

- Motion to accept Directors report as submitted. Report accepted.

**Motion: Van Steeden, Second: Ulrich-Budlong Unanimously
Approved**

. Financial report

-Written flash budget submitted and accepted

Committee reports:

. Budget Committee

- Steve Arendt reported -none

. Children's Room Improvement Committee

- Mary Ulrich-Budlong reported

- Lighting to be part of Capital Improvement \$

- Frames made to display posters

**- Looking at consultant to address room layout and decoration
(colors, fabric, etc.)**

- Water Fountain non op

- Next meeting 8 December, 1:30 pm

. Director's Evaluation Committee

- John Grisham reported -none

. Friends of MPL

- Virgel Blaschke reported

- Gift wrapping @ Barnes and Noble: Nov 24, Dec 2 and 22.
- Discussion: Voucher program for book sales @ Barnes and Noble, potential for 20% profits to Friends

. IT Committee

- Virgel Blaschke/Steve Arendt reported
- No quorum for meeting, ad-hoc discussions concerning collaboration with school IT group
- Town survey submitted to town for comment. Comments received
- Island-wide IT committee met
- There is a Town initiative to integrate all software functions to reduce complexity, provide more seamless operations

. Policy Review Committee

- Holly Levine reported
- Policy revisions (See unfinished business, below)

. Programs/Outreach Committee

- Holly Levine reported
- Meeting postponed

Unfinished Business:

Library policies cleaned up for format and style

**Motion to adopt policies as presented: Motion: Ulrich-Budlong,
Second: Grisham Unanimously Approved**

--Motion to adopt: Computer Policy, Supervising Unattended Children Policy, Preservation Development Policy, Collection Development Policy, Staff Policy Pertaining to Patriot Act, Emergency Closing Policy, Person-in-charge Policy, Anti-Harassment Policy, Rules of Conduct Policy, Circulation Policy

Capital Improvements

-Totals allotted by town:

--\$57,500 HVAC, Power Conditioning, Fire Alarm Panel

--\$10,600 ADA Compliant front door system

--\$30,000 Children's Room Electrical and Lighting

--\$60,000 building envelope

Money is available now (time phased 08, 09 budget years). We need a plan to give to Town Hall, get estimates

Motion made to create subcommittee to address specifics: Motion Blaschke, Second: Ulrich-Budlong Unanimously Approved

--Motion to create subcommittee consisting of three (3) trustees and the director and authorize the spending of up to \$1000 to find a person or persons to survey the building in order to address capital improvement needs

Holly Levine, John Grisham, Peter Van Steeden appointed to committee.

New Business:

None

Public Presentation to, or Discussion with the Board: -None

--Limit 5 minutes per speaker, maximum 15 minutes total.

No Executive Session

Announcements:

. Next board meeting will be 18 December 6:00 pm

. Motion to adjourn. Unanimously carried

Meeting adjourned at 7:44 pm.

Minutes submitted by Secretary, Peter Van Steeden